

REGULAR MEETING OF THE JASPER COUNTY BOARD OF COMMISSIONERS
August 4, 2014

The Jasper County Board of Commissioners met this date at 8:15 A.M. in the Commissioners' Room, Suite 202, of the Jasper County Courthouse located at 115 West Washington Street, Rensselaer, Indiana, with the following members present: Kendell Culp, Richard E. Maxwell and James A. Walstra. Also present was the Auditor of Jasper County, Kimberly K. Grow; Deputy Auditor, Donna J. Horner; Highway Engineer/Supervisor, Jack R. Haberlin and the Attorney who represents the Commissioners, Eric Beaver. The meeting was called to order and those present stood and recited the Pledge of Allegiance led by Commissioner James A. Walstra.

CLAIMS: Mr. Maxwell made a motion to approve the claims as submitted. Mr. Walstra seconded and the motion carried.

PAYROLL CLAIM & ALLOWANCE DOCKETS: Mr. Walstra made a motion to approve the Payroll Claim & Allowance Dockets for the check dates equal to 7/15/2014 and 7/30/2014. Mr. Maxwell seconded and the motion carried.

MINUTES: Mr. Maxwell stated that he would like to make an addition under the "Buried Cable" line item. Mr. Maxwell would like to clarify that besides boring under county roads and tile, they will also bore under the regulated drains. Mr. Haberlin asked if the Commissioners want to mention depth? Mr. Maxwell replied that these are small ditches.....three to four feet under would be plenty. Mr. Walstra made a motion to approve the Minutes of the Regular Meeting with the clarification. Mr. Maxwell seconded and the motion carried.

BURIED CABLE: Mr. Maxwell made a motion to approve the following buried cable permits submitted by Sprint. Mr. Walstra seconded and the motion carried.

SPRINT:

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| #670083 | For the purpose of providing telephone service to CSX Railroad in Marion Township. There is no tile in the area. (Permit #688) |
| #14045079 | For the purpose of replacing wire that cannot be repaired in Wheatfield Township. There is no tile in the area. (Permit #689) |
| #14045065 | For the purpose of replacing wire that cannot be repaired in Walker Township. There is no tile in the area. (Permit #690) |
| #14045000 | For the purpose of replacing wire that cannot be repaired in Wheatfield Township. There is no tile in the area. (Permit #691) |

ANIMAL SHELTER / REPAIRS: Mitzi Risner, Animal Shelter, submitted the following quote from Schuh Construction for various repairs at the shelter. Ms. Risner stated that they have found another window that is in need of replacement since the quote has been submitted.

Replace & Install Two (2) Windows - \$610.25 each	\$1,220.25
Replace & Install Three (3) Steel Frame-Heavy Walk Doors - \$1,025.18 each	<u>\$3,075.54</u>
	\$4,295.79
Addition to Original Quote –	
Replace & Install a Third Window - \$610.25 each	<u>\$ 610.25</u>
	\$4,906.04

Mr. Maxwell made a motion to approve the quote with the addition of the third window. Mr. Walstra seconded and the motion carried.

CELL PHONE REQUEST / ANIMAL SHELTER: Discussion took place regarding a request for a second cell phone for the Animal Shelter. Ms. Risner explained that they do not like to give out their personal phone numbers to complainants. Kyler Laird, Animal Control Board Member, stated that he believes that the request was previously brought before the Commissioners and did receive approval. No decision will be made until after the previous minutes have been reviewed.

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ANIMAL CONTROL BOARD / DIRECTOR RECOMMENDATION: On behalf of the Animal Control Board, Mr. Laird recommended that the Commissioners give approval to hire Kristen Bahleda as the new Animal Control Director. Ms. Bahleda is currently a student finishing up her Masters in Michigan. Mr. Laird stated that Ms. Bahleda is interested in getting some managerial experience. Her start date will be on August 25. Mr. Walstra made a motion to approve the recommendation from the Animal Control Board for the position of Director. Mr. Maxwell seconded and the motion carried.

INTERIM DIRECTOR'S PAY / ANIMAL SHELTER: A request was made by Mr. Laird for Mitzi Risner to receive the Director's pay for the time that she is serving in the capacity of Interim Director. Auditor Grow stated that she will need to contact the State Board of Accounts before a decision is made.

REQUEST TO EXTEND VACATION TIME: Mr. Laird requested permission for Mitzi Risner, Animal Shelter, to extend her vacation time. Ms. Risner has not been able to use vacation due to the shortage of employees at the shelter. Mr. Maxwell made a motion to approve the extension for 90 days. Mr. Walstra seconded and the motion carried.

REQUEST FOR NEW FAX MACHINE / ANIMAL SHELTER: Mr. Laird stated that the Animal Shelter is in need of a new fax machine. Ms. Risner explained that the current machine is an all-in-one with the copier, fax, etc. that was purchased at WalMart. The ink cartridges are very expensive and the fax only works while we are at the shelter. Bill Batley, IT Director, will be contacted in regards to getting a quote to add a machine to the current lease agreement with Ricoh.

NEW LAW FOR INVESTMENTS / MORGAN STANLEY: Jessica Rebmann and Michael McCullough, Morgan Stanley, were present to update the Commissioners on the new law for investments. Ms. Rebmann stated that the State Legislature changed the investment code (IC 5-13-9) a couple of years ago which used to restrict municipalities into the 0-2 year timeframe on a CD or investments. The code has been changed to allow you to put up to 25% of your funds between 2 and 5 years. We believe that, because rates are so low from 0-2 years, it makes a lot of sense to take some of your reserve funds that are always there and put them out in the 2, 3, 4 or 5 year range to help bring in more interest income. We've worked with a lot of counties and some cities to help them get an investment policy in place and begin to take advantage of the better rates. Mr. McCullough distributed and reviewed informational packets and sample portfolios. Mr. McCullough stated that it's really more of an educational process of what the Indiana Code allows governments to do in terms of optimizing return within those parameters. The United States Treasury is the safest benchmark in the world as far as investments are concerned. After further discussion, Mr. Maxwell stated that he would be interested in talking further with the Treasurer and Auditor to see what impact it would have on us personally. Mr. Walstra asked if they can be withdrawn at any time without a penalty? Mr. McCullough replied that because the market is so big as far as the amount of US Treasuries and government agencies that are outstanding throughout the world, it's an extremely liquid investment from a standpoint of if you needed to find a buyer in a moment's notice; we'd find a buyer for you. The question is would you be selling at a price that is at or above the price where you bought it. We cannot guarantee that...nobody can guarantee that. You can get out of them but you could take a loss.

CORONER / UPDATE: A quick update on the construction of the morgue was given. Andy Boersma, Coroner, stated that the Sheriff has someone present at the building 15 hours per week. Mr. Boersma would like to work something out to where he could get someone on the Coroner's side for 15 hours per week to provide more coverage and file reports.

COUNTY ROAD 1000N / JASPER-PULASKI FISH AND WILDLIFE AREA: Jim Bergens, Property Manager / Jasper-Pulaski Fish and Wildlife Area, was present to request the status of County Road 1000N which is located between 300E and 400E. The road runs through Jasper-Pulaski Fish and Wildlife Area. We have had some issues with complaints regarding the condition of the west quarter mile section of the road. Gravel was spread on the eastern $\frac{3}{4}$ mile section in the late 1980s; however, the western $\frac{1}{4}$ has not been maintained. It has been determined that it is not a county road and that no funds are being received for the road. Mr. Culp stated that we will take this next month to research. That will give each of us a chance to go and investigate the road and determine what the best option is to proceed.

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PUBLIC HEARING / PETITION TO VACATE PUBLIC WAY: A request has been made by Richard C. Herma and Lisa M. Herma to vacate a portion of an unimproved public right-of-way located immediately south of and adjacent to the Petitioners' residential property located at 11147 North 575 West, DeMotte, Indiana. Bob Gabrielse, Attorney At Law, stated that the request is to vacate a little piece of unimproved alleyway/roadway. Information was distributed and reviewed. Mr. Gabrielse explained that the portion they would like to vacate is referred to as 1110N. There was no public comment. Mr. Walstra made a motion to approve **Ordinance No. 8-4-2014A**. Mr. Maxwell seconded and the motion carried.

EMPLOYEE BONDS: Mr. Walstra made a motion to approve the employee bonds for Donna J. Horner, Auditor's Assistant/Commissioners Secretary, and two (2) Deputy Coroners. Mr. Maxwell seconded and the motion carried.

REZONE / UNION TOWNSHIP (RICHARD A. DAVIS, DVM): A request was made to change the zoning classification of real estate in Union Township from the **A1 Conservation Agriculture District** to the **A4 Agricultural Business District** for the purpose of constructing a veterinary clinic. Mary Scheurich, Director/Planning & Development, explained that Dr. Richard Davis would like to move his practice to Hwy 231. The Plan Commission did unanimously approve the request. Mr. Walstra made a motion to approve **Ordinance No. 8-4-2014B**. Mr. Maxwell seconded and the motion carried.

REZONE / MARION TOWNSHIP (RUMSEY, DIXON & HEGE): A request was made to change the zoning classification of real estate in Marion Township from the **A1 Conservation Agriculture District** to the **A4 Agricultural Business District** for the purpose of operating a veterinary clinic. The Plan Commission did unanimously approve the request. Mr. Maxwell made a motion to approve **Ordinance No. 8-4-2014C**. Mr. Walstra seconded and the motion carried.

REQUEST TO EXTEND VACATION DAYS / ARMSTRONG: Linda Armstrong, Deputy Auditor, has requested to extend her vacation days. Mr. Walstra made a motion to approve the extension for 90 days. Mr. Maxwell seconded and the motion carried.

REMINGTON POST OFFICE / DITCH ASSESSMENT: Carla Anderson, Treasurer, explained that any entity of the government can be exempt from property taxes; however, they are not exempt from drainage assessment. The item that would have thrown the Remington Post Office into tax sale was for the Carpenter Creek. They have not paid the assessment for all of last year or this year. They have been removed from tax sale for the simple reason that if it is less than \$25.00, we cannot sell the property. They are still liable for those taxes. Ms. Anderson continued to state that they have paid these taxes in the past. The county and the churches also pay drainage assessments. With not being eligible for tax sale, Mr. Culp asked what would be the next logical step? Ms. Anderson replied that we will just leave it on there until it gets up to \$25.00. We can then put them on tax sale at that time.

AUTOZONE APPLICATION: Ms. Grow stated that one of the departments has requested an AutoZone credit card. Due to the fact that the county has charge accounts open at other establishments, the Commissioners denied the request.

FALL NORTHERN DISTRICT CLERKS CONFERENCE: Vickie Bozell, Clerk, has requested approval for herself and up to three deputies to attend the Fall Northern District Clerks Conference in Angola. The meeting will be held September 10 & 11. The costs incurred will be registration fees, lodging and meals. The county vehicle will be used. Mr. Maxwell made a motion to give approval for the Clerk and one (1) deputy to attend the conference. Mr. Walstra seconded and the motion carried.

COUNTY AUCTION: Mr. Culp stated that Bill Batley, IT Director, has a lot of computers and technology that needs to be disposed of. Mr. Haberlin stated the Highway also has some pick-ups that they would like to get rid of. Mr. Culp will check on available auction dates.

AIRPORT AUTHORITY / RESOLUTION TO PURCHASE MOTOR VEHICLE: Brad Cozza, Airport Manager, presented a draft "Resolution to Purchase Motor Vehicle" for the Commissioners' review.

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AIRPORT AUTHORITY / RESOLUTION TO PURCHASE MOTOR VEHICLE CON'T: If it meets with your preliminary approval, Mr. Cozza stated that he would like to recommend to the Airport Board that a \$3,000.00 offer be made to the County for the vehicle. The current courtesy car used at the airport will be placed on the auction. The Commissioners agreed to the offer of \$3,000.00. Mr. Cozza will present the final Resolution at the September meeting.

CELL PHONE REIMBURSEMENT / PROSECUTOR'S OFFICE: A letter was received from Christine Haskell, Prosecuting Attorney, requesting that Clair Beaver receive reimbursement per County policy for the use of her personal cell phone for official County business. Beginning in August, Deputy Beaver will be on-call regarding criminal matters, such as preparing search warrants, answering questions related to charging information, and completing weekend extension paperwork. Deputy Beaver prefers to use her personal cell number to complete these tasks. Mr. Culp stated that you had to originally have had a county cell phone in order to be reimbursed. If there is no phone currently available, a request will need to be made for one.

At this time, there was a short break.

PRELIMINARY ASSESSMENT / JASPER COUNTY COURTHOUSE: Vince Beasley, Mathew Klock, Brian Walker and Craig Martin were present on behalf of EMCOR Construction Services to review the Preliminary Assessment of the Jasper County Courthouse. Also present was Kurt Stevens, KB Solutions. Mr. Klock stated that the Jasper County Courthouse was built in 1896. The building went through an HVAC heating and cooling system upgrade in 1992. The central heating plant has two (2) non-condensing gas-fired boilers and four (4) pumps. The systems are turned on and off manually. There are no controls on that system. The cooling plant is also 22 years old and consists of one (1) water-cooled chiller with remote air-cooled condenser and two (2) pumps. In regards to ventilation and building pressurization, the basement, 1st and 2nd floors are ventilated through manual opening and closing of the windows in the spaces. On the lighting, there are a couple of T12 light fixtures in the clock tower; however, the majority of the lighting is T8. The last time that the windows were replaced was 1982. From historical energy use, the building runs at \$1.62 per square foot right now. Mr. Klock reviewed the following energy conservation measures (ECM) recommended for building optimization as well as additional considerations:

ECM 1.0:	Control System Upgrade	\$ 56,400
ECM 1.1:	Controls System Upgrade for 3 rd Floor	\$ 175,100
ECM 2.0:	Chiller Plant Replacement	\$ 471,200
ECM 3.0:	Boiler Plant Replacement	\$ 391,000
ECM 4.0:	Fan Coil Unit (FCU) system upgrades	\$ 839,300
ECM 5.0:	Exterior Windows and Doors Replacement	\$ 2,394,500
ECM 6.0:	Dedicated Outside Air System	\$ 718,600

Two "Project Cost & Savings Summaries" were reviewed. The first summary contains all of the ECMs. The second summary is the major bulk of the HVAC. In response to a question from Mr. Maxwell, the windows are based on per square feet. Mr. Maxwell stated that the doors will never be replaced due to their historical value. Further discussion took place. In response to a question from Mr. Culp, Mr. Beasley replied that chiller and boiler plants generally have 20-year life expectancies. At this point, the current system has 22. That doesn't mean that in 23 years your boiler and chiller plants are going to blow up. It means that you're probably going to spend more money to keep them running efficiently than you would with a new system. Mr. Walstra clarified that we could get the 3rd floor up and running with the first two steps (ECMs). Mr. Klock replied that is correct. You would then be set up to do the chiller plant and the boiler plant replacement. The information will be shared with the County Council at the upcoming joint session.

JAIL FACILITY / UPDATE: Kurt Stevens, KB Solutions, reported that the project is approximately 90% complete. Parts for the boxes have been ordered that have not yet come in. A preliminary balance has been done. Some of the controls are not entirely complete as far as the operating sequence. These need to be done to get the energy savings and to get the final comfort that we're all after. The VRF system seems to be working fairly well. We should begin to see some energy savings beginning in September.

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PREVENTIVE MAINTENANCE AGREEMENT / HAVEL: Sheriff Risner stated that they have a maintenance line item within their budget for items such as maintenance agreements on the fire suppressant system, the fire alarm system, the elevator, the large generator, etc.; however, we have nothing on the heating and cooling system and never have had anything on there as far as preventative maintenance. Upon request, Havel submitted a proposal in the amount of \$8,900.00 per year for preventative maintenance. The agreement provides a reduction for 24-hour on-call service, the hourly rate, travel rate, and 10% off of parts. The cost of the agreement will be locked in for three (3) years. Sheriff Risner stated that the agreement can be paid for out of his maintenance line. Mr. Walstra made a motion to approve the three-year maintenance agreement with Havel subject to Attorney Beaver's approval. Mr. Maxwell seconded and the motion carried.

PART-TIME COOK / SHERIFF: Sheriff Risner requested permission to fill the part-time position of Cook/Matron. The position would be used to cover during vacations, sick time, etc. Mr. Maxwell made a motion to approve the request. Mr. Walstra seconded and the motion carried.

SURVEYOR / COUNTY MAIN: Vince Urbano, Surveyor, stated that, as the Commissioners are aware, we had a situation out by I-65 where one of our county mains blew out. We are only carrying \$2,500.00 in the account and it's going to cost approximately \$8,000.00 to repair. The cause of the blow out was due to faulty installation that was done in the '80s. Upon putting some prices together, Mr. Urbano stated that you're roughly around the same price for the plastic versus the galvanized. Mr. Urbano stated that we can put the account into the red and take it from the general ditch fund and just pay it back through the maintenance account if you want to proceed that way. The galvanized steel (\$7,510.00) is actually a lower number than the double-wall plastic (\$7,853.00). After some discussion, the decision was made to go with galvanized steel.

BACKHOE / INSURANCE: Mr. Urbano expressed concern with some issues he is experiencing with the insurance company regarding the backhoe. They basically want to go in and drag the machine out with the only access being through the south side on McCoysburg Road. Mr. Urbano stated that he told the insurance representative that the county had no jurisdiction outside of the right-of-way and the landowner would need to be contacted. Six to eight rows of corn would also be damaged; therefore, Mr. Urbano asked them if they would wait until the farmer was able to get the crop out. Mr. Culp stated that he feels that Stace Pickering, Consolidated Insurance, should be taking care of this. Mr. Urbano will contact Mr. Pickering.

KANKAKEE RIVER / FINAL PERMIT: Mr. Urbano reported that we received our final permit for the Kankakee River. We are now fully permitted to clean the 2-mile stretch between SR 231 and SR 49. Mr. Urbano stated that he does believe that the KRBC will be honoring Bill Misch's contract from last year.

COURTHOUSE EXTERIOR MASONRY PRESERVATION / ETICA: Attorney Beaver submitted a contract with Etica in regards to the consultant work for the Courthouse project. The contract allows Etica to take control of the bidding process as well as to draw up the specs for the project. Mr. Maxwell made a motion to approve the Engineering Contract with Etica. Mr. Walstra seconded and the motion carried.

REQUEST TO EXTEND VACATION DAYS / HABERLIN: Jack Haberlin, Highway Engineer/Superintendent, requested permission to extend five (5) vacation days till the end of September. Mr. Walstra made a motion to approve the request. Mr. Maxwell seconded and the motion carried.

NEW EQUIPMENT / HIGHWAY DEPARTMENT: In regards to recent discussions to purchase a new backhoe, Mr. Haberlin stated that we have \$329,000.00 in new equipment. Due to the hard winter, there are certain items that will need to be purchased. These items will cost approximately \$41,000.00. The cost for a new CAT backhoe is approximately \$100,000.00 and a John Deere is approximately \$107,000.00. The cost for the trailer would be approximately \$16,000.00.

GAZEBO / BUSHES: Mr. Culp stated that Bud Justice, Maintenance, has requested permission to remove the bushes around the gazebo. Approval was given.

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CONFERENCE / SCHNEIDER: Permission was requested to allow Shannon Kellner, Auditor's Office; Mary Scheurich, Planning & Development; Alan Shanks and Adam Lyons, Surveyor's Office, to attend the Schneider Conference on August 5-6. Mr. Maxwell made a motion to approve the request. Mr. Walstra seconded and the motion carried.

MILEAGE CLAIM: Mr. Culp stated that a claim form for mileage has been turned in by an employee of the Health Department. The county car was available for the employee to use during the times claimed. Mr. Maxwell made a motion to deny the mileage claim. Mr. Walstra seconded and the motion carried.

There being no further business, Mr. Walstra made a motion to continue the meeting until Monday, August 18 on an as needed basis only.

JASPER COUNTY BOARD OF COMMISSIONERS:

Kendell Culp, President

James A. Walstra, Vice President

Richard E. Maxwell, Member

ATTEST:

Kimberly K. Grow, Auditor of Jasper County

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